

Project Modification Requests

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ICJI Egrants Creating a Project Modification Request Quick Start Guide

This Quick Start Guide may be used when one or more of the following circumstances arise, requiring you to create a Project Modification Request within Egrants:

- A change(s) between budget categories: Changes that exceed 10% of total project cost. (Total project cost is the sum of the ICJI, project income and applicant's match funds.)
- A change(s) to purchase additional items or other items that were not included in the approved project budget. For subgrants over \$30,000, such changes which exceed \$1,500, and for subgrants under \$30,000, such changes which exceed \$300.
- A change(s) to the personnel positions listed in the approved project budget including major salary reductions and increases.
- A change which affects the project's objectives or scope (e.g. a change in the target population and/or services to be provided). Minor changes in a project are to be reported on the Quarterly Progress Report.
- A change in dates of the project's duration. There will be no extension of duration for RASA funds.

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please note: Once the modification is approved, it becomes the current document. You can still view the original application/continuation in Egrants, but the modification contains the current information, once approved.

1. Access the **ICJI Egrants website** by going to **www.in.gov/cji/**

2. If the page you go to does not look exactly like this, you are not at the right spot. If you need assistance, please call ICJI Egrants Support at (317) 234-HELP or toll-free at (800) 382-1095. Click on this link.



3. You are transferred to the "Site Access" screen. To enter Egrants enter your User ID and Password and click on the Login button and you are transferred to the "Egrants Main Menu " screen.

The screenshot shows the "ICJI Egrants Site Access" screen. It features a login form with fields for "User ID:" and "Password:", a "Login" button, a "Register" button, a "Change Password" button, and a "Forgot Password" button. A yellow box on the right contains the text: "To Enter Egrants: Enter your User ID and Password and click on the Login button and you are transferred to the "Welcome to ICJI Egrants" screen." Below the login form, there is a "Register" button with the text "Register for access to the Indiana Criminal Justice Institute Egrants Application." Below the "Change Password" button, there is a "Change Password" button with the text "Change your login password." Below the "Forgot Password" button, there is a "Forgot Password" button with the text "Forgot your Password? Click here to have a new one sent to your e-mail address." At the bottom of the screen, there is a footer with the text "Please send technical comments and problems to [EGRANTS Support \(UAT\)](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

You are transferred to a “Welcome to ICJI Egrants” screen with tabs across the top. Click on the Project Management tab or the first Quick Link in the body of the screen.

System will time out at: 10:31:40 AM.
Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

Welcome to ICJI Egrants!
Please select a menu tab or prompt link to continue.

[CLICK HERE](#) To access an existing project (Grant Application, Continuation Application, Modification...) or create/update reports such as the Program Report, Fiscal Report, or Inventory Report ([Project Management](#) tab).

[CLICK HERE](#) To create a new Application (or Concept Paper) in response to a Funding Announcement ([Funding Announcement](#) tab).

[CLICK HERE](#) To view any Alerts and/or Tasks assigned to you ([Work Manager](#) tab).

[CLICK HERE](#) To update your profile information (Name, Address, Phone Number...) or to request security in order to maintain or view grants for your organization/county ([User Management](#) tab).

[CLICK HERE](#) To Subscribe to receive an email when new granting opportunities become available.

[CLICK HERE](#) To Unsubscribe from Email notifications when granting opportunities become available.

ICI Egrants

Please send technical comments and problems to [EGRANTS Support \(VAT\)](#)
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You are transferred to the “Project Management Search” screen. Enter the Grant ID number and click on the Search button.

Egrants Indiana Criminal Justice Institute ICI

System will time out at 10:34:15 AM. Remaining time: 19:55

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Search](#) [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches

[Applications In Process \(4\)](#)

[Awarded Projects - Active \(6\)](#)

Applications In Process Quick Search results displayed

Grant ID	Applicant Agency	Title	Receipt Date
1010	YWCA of Greater Indianapolis	Grace House	09/28/2011
1009	YWCA of Greater Indianapolis	Rugburns and barked shins	09/28/2011
1008	YWCA of Greater Indianapolis	Victim Services for Immigrants	09/28/2011
1007	YWCA of Greater Indianapolis	Test...	09/28/2011

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The grant is displayed in the grid at the bottom of the screen. Click on the hyperlink.

Egrants Indiana Criminal Justice Institute ICI

System will time out at 09:45:50 AM. Remaining time: 19:45

Back Button will not take you back pages, instead use the application menus and controls.

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Search](#) [Program Monitoring](#)

PROJECT MANAGEMENT SEARCH

Search Criteria:

Grant ID:

Applicant Agency:

Recipient / Allocation Agency:

Funding Announcement:

Keywords:

Quick Searches



[Applications In Process \(7\)](#)

[Awarded Projects - Active \(6\)](#)

Grant ID	Applicant Agency	Title	Receipt Date
1004	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011

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You are transferred to the Main Summary screen. To create a Project Modification Request, click on the Create Project Modification Request (PMR) button.



System will time out at: 09:50:53 AM.
Remaining time: 19:57

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[Main Menu](#) | [User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Work Manager](#)

[Project](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004
Status: Open - Awarded

Project Title: Bullying Prevention
Fund Announcement: [Safe Haven](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).

[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).

[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).

[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start	End Dates	Status
1004 :	Create Project Modification Request (PMR)			
	Application	11/1/2011 - 10/31/2012		Open - Awarded

[View Issues/Comments](#)

Please send technical comments and problems to [ICJI EGRANTS Support \(CAI UAT\)](#).

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A confirmation box appears asking you to make sure you want to create a Project Modification.

Create Project Modification Request (PMR) Confirmation

ICJI must receive your original signed modification request at least 30 days prior to the end of your grant to ensure ICJI's consideration of the request. In the last 30 days of the project period, exceptional requests for modification may be considered, but only if a detailed justification for the late request accompanies the request and ICJI finds the justification merits its consideration. No modification requests will be considered or approved if they are received by ICJI after the end of your grant.

Please complete all sections (Summary, Budget, Justification and Performance Measures) by entering the requested changes and switching the section status to complete. If you have no changes to make to a particular section, just change the section status to complete. Once all section statuses are marked complete, click the Submit Modification button to transmit your project modification request to ICJI for consideration.

Your modification is not considered officially submitted until you click the submit button and the status changes to Open-Received and, if necessary, your signed modification request is received by ICJI. Additionally, modification requests must be submitted through Egrants and received by ICJI at least 30 days prior to the end of the project. Your Program Manager will contact you with additional information and next steps regarding your modification request.

These instructions will also be available by clicking the Help button in the upper right corner of the modification summary screen.

Press Continue to create the PMR

Press Cancel to Abort

Continue

Cancel

When you choose “Continue” on the above confirmation, you are transferred to the “Modification Summary” screen.

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	5	11/10/2011 9:32:12 AM
Main Summary Information	In Process	0	11/10/2011 9:32:12 AM
Performance Indicators	In Process	95	11/10/2011 9:32:12 AM

[View Contract](#)
[Preview Signature Page](#)
[Submit Modification](#)
[Withdraw Modification](#)
[View Issues/Comments](#)
[Cancel](#)

Select each section listed and update any information as required for your PMR.

Please note: For the Main Summary Information Section, you must have the Program Creator role.

Example of the Main Summary Information section: update required fields and make any corrections. Set the section's Completion Status to "Complete" when changes are finished.

The screenshot shows the 'Main Summary Information' section of the Egrants system. Red circles and arrows highlight specific fields and actions:

- Completion Status:** A dropdown menu currently set to 'In Process' is circled in red. An arrow points to it from the text 'Set the section's Completion Status to "Complete" when changes are finished.'
- Submitted By:** A dropdown menu is circled in red. An arrow points to it from the text 'update required fields and make any corrections.'
- Submitted Date:** A date field is circled in red. An arrow points to it from the text 'update required fields and make any corrections.'
- Justification of Requested Modification:** A large text area at the bottom is circled in red. An arrow points to it from the text 'update required fields and make any corrections.'
- Buttons:** Red arrows point to the 'Change Applicant' and 'Change Recipient' buttons, indicating they are used to update the project details.

Other visible information includes:

- Grant ID: 1004, Project Title: Bullying Prevention
- SubGrant ID: 2011-VF-01, Applicant Agency: YWCA of Greater Indianapolis
- Project Director: Mr Sam Smith, Financial Officer: Brother Al Church, Primary Contact: Miss Ann Helper
- Created Date: 11/10/2011 9:32:12 AM, Last Update Date: 11/10/2011 9:32:12 AM
- System will time out at: 09:55:55 AM, Remaining time: 18:52

When entering Egrants after creating a Project Modification Request, you will note the grid at the bottom of the “Project Summary” screen now includes a hyperlink to the Modification as well as the original application. As we mentioned at the beginning of this Quick Start Guide, the Modification becomes the current document, once approved (Status shows as Open-Awarded).

Egrants Indiana Criminal Justice Institute (ICJI)

System will time out at: 10:23:38 AM. Remaining time: 19:26

Back Button will not take you back pages, instead use the application menus and controls.

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[Project](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention
Status: Open - Awarded Fund Announcement: [Safe Haven](#)

PROJECT SUMMARY

[CLICK HERE](#) To enter/update/view a Program, Fiscal, or Inventory Report for this grant ([Monitoring](#) menu item).
[CLICK HERE](#) To view any Audit Information for this grant ([Audit](#) menu item).
[CLICK HERE](#) To view the current financial information for this grant such as payments and funding sources ([Fiscal Details](#) menu item).
[CLICK HERE](#) To view the reporting requirements for this grant such as when fiscal reports are due ([Reporting Requirements](#) menu item).

Select the document link to access the details (i.e. Budget, Main Summary, Contract report...).

Phase	Documents	Start - End Dates	Status
1004 :	Create Project Modification Request (PMR)		
	Modifications 1	11/1/2011 - 4/1/2012	Open - Draft
	Application	11/1/2011 - 10/31/2012	Open - Awarded

[View Issues/Comments](#)

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When you click in the Modification link, you are transferred to the “Modification Summary” screen. Click on the hyperlink of the section that requires changes.

Egrants Indiana Criminal Justice Institute (ICJI)

System will time out at: 10:26:58 AM. Remaining time: 19:51

Back Button will not take you back pages, instead use the application menus and controls.

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[Project](#) | [Modification](#) | [Monitoring](#) | [Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention
Status: Open - Draft Fund Announcement: [Safe Haven](#)

MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	In Process	5	11/10/2011 9:32:12 AM
Main Summary Information	Complete	0	11/10/2011 9:58:58 AM
Performance Indicators	In Process	95	11/10/2011 9:32:12 AM

[View Contract](#) [Preview Signature Page](#) [Submit Modification](#) [Withdraw Modification](#) [View Issues/Comments](#) [Cancel](#)

You will be transferred to the section that needs modified. Make the necessary changes, change the Completion Status to “Complete” and click on the Save button at the bottom of the screen.

System will time out at: 10:31:55 AM. Remaining time: 19:54

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

[Project Modification](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention
Status: Open - Draft Fund Announcement: [Safe Haven](#)

PERFORMANCE INDICATORS

Section Point Value: 95
Completion Status: **In Process**

Created By: Brother Al Church
Last Update By: Brother Al Church

Created Date: 11/10/2011 9:32:12 AM
Last Update Date: 11/10/2011 9:32:12 AM

Project Phase Target

1. Established by ICJI
1.1. Reduce the number of fatalities involving a driver or motorcycle operator with BAC of 0.08 or higher
1.2. Decrease the number of drivers age 15 to 20 involved in fatal crashes

2. Established by Subgrantee

Add New Performance Indicator

View History | Save | Save And Continue Editing | Return to Project Summary

You will be transferred to the “Modification Summary” screen. When finished making Modifications to the various sections, click on the Preview Signature Page button, print out the “Project Modification Request” form for signature and forward by U.S. Mail to ICJI.

For **ALL** modification requests, the Project Director and Financial Officer must sign page one. Page two may or may not be required as discussed below:

Signatures are required on page two of the request in the following situations:

1. A requested modification to the project period
2. A requested modification to the total award amount
3. A requested change of the project’s scope or objective

And finally, click on the Submit Modification button at the bottom of the page to submit the modification to ICJI. (Note: All section statuses must be set to “Complete”. (Also, please note the requirement for a response to Faith Based Organization Question on the next page.)

System will time out at: 10:34:43 AM. Remaining time: 19:43

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

Main Menu | User Management | Funding Announcement | **Project Management** | Work Manager

[Project Modification](#) | [Monitoring/Audit](#) | [Fiscal Details](#) | [Reporting Requirements](#)

Grant ID: 1004 Project Title: Bullying Prevention
Status: Open - Draft Fund Announcement: [Safe Haven](#)

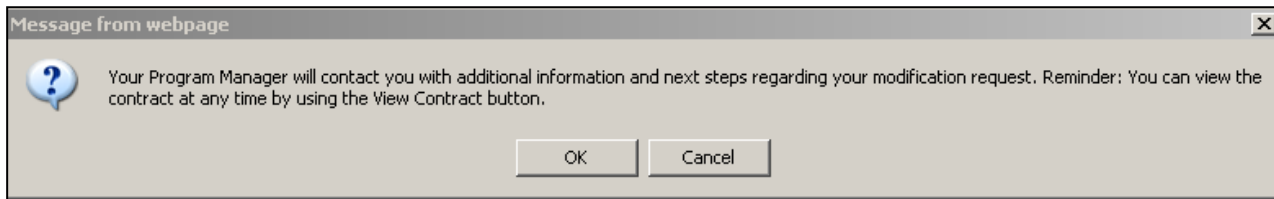
MODIFICATION SUMMARY

Please complete all sections and click the Submit Modification Button to transmit your modification request to ICJI for consideration.

Section Name	Status	Point Value	Last Update
Budget Detail	Complete	5	11/10/2011 10:10:12 AM
Main Summary Information	Complete	0	11/10/2011 9:58:58 AM
Performance Indicators	Complete	95	11/10/2011 10:10:01 AM

View Contract | **Preview Signature Page** | **Submit Modification** | Withdraw Modification | View Issues/Comments | Cancel

You will receive a pop-up reminder to print out the Signature page and mail it to ICJI. Click on OK to close the box.



Faith Based Organization Question



Note: ICJI now asks every Applicant, Recipient and Allocation Agency to provide information for reporting purposes only regarding Faith Based Agencies. If you as Applicant, Recipient, or Allocation Agency have not previously supplied responded either “Yes” or “No” to the question displayed on the Confirmation Screen below, you will be required to select one of the three values before submitting your Project Modification Request.


Confirmation Screen

Is {Agency Name} a Faith Based Agency?

We are asking that you provide this information for reporting purposes only.
Your answer will not influence the grant review or approval process.

Please send technical comments and problems to ra-EGRANTSSupport@state.pa.us.
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**Indiana
Criminal Justice Institute**

System will time out at: 10:40:58 AM.
Remaining time: 19:15

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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[Agencies](#) | [Individuals](#) | [Groups](#) | [Extracts](#)

AGENCY DETAILS

Process As Duplicate

View History

Save

Delete

Cancel

Agency Name: *XYZ

Last Update By: Mr. David Gin

Eligible to Apply for Grants:☒

Last Update Date: 10/12/2011 9:31:31 AM

Federal ID Number:123456789

Status: Active

Preferred Contact Method:Work

Agency Type:Educational (Not SSHE)

DUNS Number:123456789

Faith Based Agency: *Yes

JURIS Number:Unknown

ORI Number:I Choose Not to Answer

Funding Agency:Yes

Email Address:dcc@mail.com

Fiscal Year Ending (last day of):December

Agency Cleared?☒

US Congressional District:IN02 (Ex: PA02)

Creating a Project Modification Quick Start Guide.doc rev. 11/10/11

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